

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.state.mo.us/acct/>

James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies

FROM: Division of Accounting

DATE: July 11, 2002

RE: Sick Leave Balances for MOSERS Retirement Calculations

Effective September 1, 2002, agencies will no longer need to certify Sick Leave balances for retirement purposes with MOSERS.

SAM II HR, as the system of record, is sending MOSERS the Sick Leave balances for employees. MOSERS will use the balance on this file, which matches QLBL, on the last official working day for the employee.

Effective immediately, agency timekeepers should not prematurely reduce the Sick Leave balance prior to the employee's final active date. The SLXRF event on an LEAV document should be done after the last Regular pay date, in conjunction with the Annual Leave Payoff check. This will assure that all usages and accruals are accounted for in the balance sent to MOSERS.

For example, John Doe's last official working day is May 31, 2002. He will receive his final paycheck for Regular Wages on June 14, 2002. John has final leave balances of 200 hours Annual Leave and 600 hours of Sick Leave. These balances are shown on the QLBL window after the June 14th paycycle has completed. The agency timekeeper will enter a PPER for ALPO for 200 hours, and a LEAV for SLXRF for negative 600 hours for the June 28, 2002 paycheck. These will have event dates of 5/31/02, **but will not be entered as documents until June 16th**. This assures that all accruals and usages have been accounted for before reducing those balances to zero.

If you have any questions, please contact Vandee DeVore in the Division of Accounting at 573-522-5863 or Sally Hager with MOSERS at 573-632-6171.